

Cybersecurity Incident Communication Report

Incident Identification

Date & Time of Report

Reported By

Contact Information

Department/Team

Incident Details

Date & Time of Incident

Location / System(s) Affected

Type of Incident

Incident Description

How Was the Incident Detected?

Impact Assessment

Data/Services Impacted

Estimated Impact (Users/Systems)

Business Impact

Actions Taken

Immediate Response

Further Actions/Next Steps

Stakeholders Notified

Additional Notes